



Malaysian Communications and Multimedia Commission

Mutual Recognition Arrangement (MRA)

PROCEDURES

**Designating Local Testing Laboratories
For Testing
Of Telecommunication Equipment**

3 February 2016

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1.0 INTRODUCTION

- 1.1 The Malaysian Communications and Multimedia Commission (MCMC) is the regulatory body for the regulation of the communications and multimedia industry based on the powers provided under the Communications and Multimedia Act 1998 (Act 588) and its regulations.
- 1.2 MCMC's role under the Mutual Recognition Arrangement (MRA) is to designate Malaysian testing laboratories for testing of the Telecommunication Equipment in compliance with the respective Technical Regulations and Administrative Arrangements of the MRA Parties.
- 1.3 This document outlines the processes and procedures to be followed and the conditions and requirements to be fulfilled by Malaysian testing laboratories to undertake specified testing activities under the terms of an MRA. This may include procedures defined by the MRA Parties for the Telecommunication Equipment and the associated electromagnetic compatibility (EMC) and/or electrical safety requirements.
- 1.4 Under the conditions and procedures specified in an MRA, an MRA Party will normally recognise a testing laboratory designated by MCMC for testing of the Telecommunication Equipment in compliance with the MRA Party's Technical Regulations.

2.0 REFERENCE

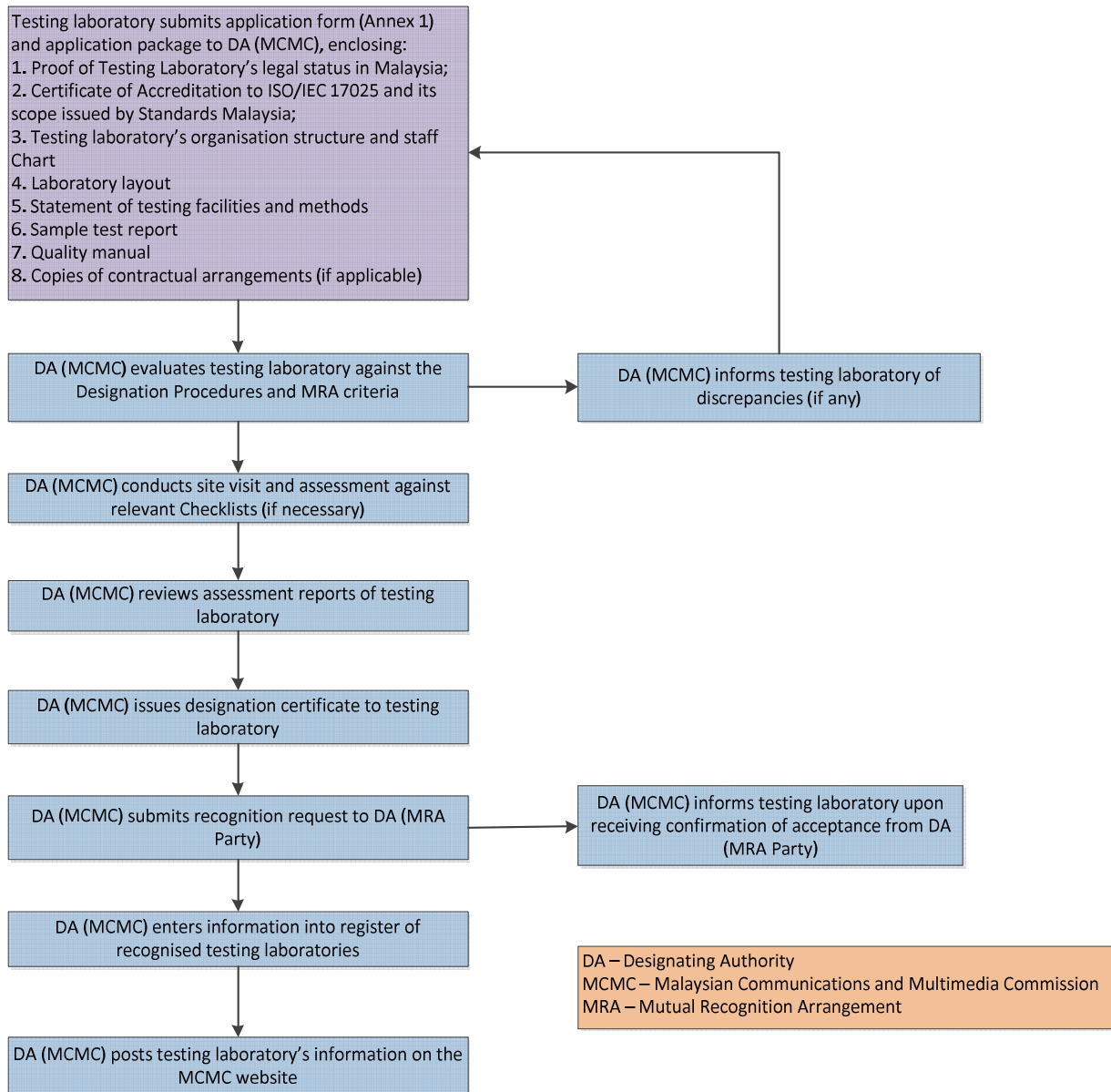
ISO/IEC 17025: 2005 General requirements for the competence of testing and calibration laboratories

3.0 DEFINITIONS

- 3.1 **Accreditation Body** is a body appointed by the Malaysian Government to conduct and administer an accreditation system that grants accreditation to Malaysian testing laboratories for testing of the Telecommunication Equipment.
- 3.2 **Administrative Arrangements** are publicly available procedures or legal arrangements within an MRA Party's jurisdiction which have impact on the testing procedures for the Telecommunication Equipment within the scope of an MRA.

- 3.3 **Designating Authority** is a body appointed by the Malaysian Government with the authority and competence to designate, list, verify the compliance of, limit the designation of, and suspend or cancel the designation of testing laboratories within its jurisdiction.
- 3.4 **Designated Testing Laboratory** refers to a testing laboratory designated by MCMC.
- 3.5 **MRA Party** refers to a foreign country that enters into an MRA with Malaysia.
- 3.6 **Technical Regulations** are those technical requirements, legislative and regulatory provisions, and administrative arrangements that an MRA Party has specified pertaining to the registration, testing or certification of equipment in which compliance is mandatory.
- 3.7 **Telecommunication Equipment** refers to line terminal equipment and radio-communication equipment.

4.0 CONCEPTUAL DESIGNATION PROCEDURES



Schematic Diagram for Designation of Local Testing Laboratories

5.0 DESIGNATING AUTHORITY

- 5.1 MCMC as the Designating Authority under an MRA will designate testing laboratories in Malaysia for recognition by other MRA Parties as specified under the respective MRAs.

6.0 SCOPE OF DESIGNATION

- 6.1 Application for designation is open to any testing laboratory which conducts its business of testing of the Telecommunication Equipment in Malaysia. Testing laboratories accredited by the Department of Standards Malaysia (Standards Malaysia) may apply for designation. The scope of designation is limited to the scope for which the accreditation is granted by the Standards Malaysia.
- 6.2 Designation for MRA purposes will be carried out in accordance with the provisions of the applicable MRA.

7.0 SCOPE OF ACCREDITATION

- 7.1 Test laboratories shall be accredited by Standards Malaysia to carry out tests to one or more of the applicable Technical Regulations of the MRA Party.

8.0 ELIGIBILITY OF A TESTING LABORATORY

- 8.1 To be eligible as a Designated Test Laboratory, a testing laboratory ("applicant") shall fulfill the following requirements:
- a) Shall be an entity legally identifiable and located in Malaysia;
 - b) Shall be accredited by Standards Malaysia in accordance with ISO/IEC 17025 in the relevant areas of telecommunications, EMC or electrical safety; the accreditation shall be relevant to the equipment types and Technical Regulations for which designation is sought;
 - c) Shall have the capability and technical competence in performing the tests against the Technical Regulations concerned; and

- d) Shall have adequate knowledge of all the applicable Technical Regulations and Administrative Arrangements relevant to the testing of the Telecommunication Equipment.

9.0 APPLICATION FOR DESIGNATION

- 9.1 Applications or enquiries for designation of testing laboratories shall be addressed to MCMC at the following address:

Head / Senior Director
Technology and Society Division
Malaysian Communications and Multimedia Commission
MCMC Tower 1, Jalan Impact, Cyber 6
63000 Cyberjaya, Selangor Darul Ehsan
Malaysia

Fax No.: +603-8688 1000; Email: mymra@cmc.gov.my

- 9.2 The applicant shall complete the application form (as shown in Annex 1) and return it with the application package to MCMC.
- 9.3 The application package for designation of testing laboratory shall include the following:
 - a) Documents showing proof of the testing laboratory as an identifiable legal entity;
 - b) Certificate of Accreditation to ISO/IEC 17025 by Standards Malaysia, indicating the scope of accreditation, and including information that the testing laboratory has been accredited to ISO/IEC 17025 to the Technical Regulations, standards or specifications for which designation is sought;
 - c) Testing laboratory's organisation structure and staff chart;
 - d) Laboratory layout;
 - e) Statement of testing laboratory and description of test methods to be used for testing each particular Technical Regulation, standard or specification;

- f) Sample copy of the test report to be used by the testing laboratory;
and
- g) Quality manual.

10.0 APPROVAL

- 10.1 During the evaluation of the application, MCMC's representatives may visit the applicant's testing laboratory or premise to observe testing in progress and carry out whatever evaluations as per deemed necessary. Applicant shall make necessary arrangements for the visit.
- 10.2 After completion of evaluation by MCMC, the applicant will be informed of the outcome of the application. A designation certificate will be issued when MCMC is satisfied that the applicant has complied with the stipulated requirements.
- 10.3 Designation by MCMC does not imply the acceptance by MCMC of any responsibility for the services provided by the Designated Testing Laboratory.
- 10.4 The process of applying for and obtaining designation may take up to sixty (60) days for complete applications.
- 10.5 The Designation is valid for a period of three (3) years with provision for renewal on expiry. Validity is subject to the continuation of accreditation by Standards Malaysia.
- 10.6 Upon designation of a testing laboratory, MCMC will submit a recognition request to the MRA Party. Under the terms of the MRA, MRA Party has up to sixty (60) days to respond to MCMC's request.
- 10.7 If the accreditation granted to a testing laboratory is expiring within ninety (90) days, it is advisable for the testing laboratory to apply for the designation after the renewal of the accreditation.

11.0 OBLIGATIONS OF A DESIGNATED TESTING LABORATORY

- 11.1 A Designated Testing Laboratory shall ensure accreditation status from Standards Malaysia is maintained.

- 11.2 A Designated Testing Laboratory shall ensure that its testing of the Telecommunication Equipment is in accordance with the procedures, rules and policies of MCMC or the requirements as provided for under the MRA such as the Technical Regulations and Administrative Arrangements.
- 11.3 A Designated Testing Laboratory shall immediately notify MCMC on any of the following:
- a) Changes in its legal, commercial, organization or accreditation status;
 - b) Changes of premises; and
 - c) Changes which may affect continuing compliance with any of the criteria or requirements specified by MCMC or the relevant MRA.
- 11.4 A Designated Testing Laboratory shall fully indemnify and hold MCMC harmless from and against all liabilities, damages, claims, costs and expenses incurred or sustained by MCMC as a result of any action taken or omitted to be taken by MCMC relating to the designation of such testing laboratory.
- 11.5 A Designated Testing Laboratory shall comply with such terms and conditions of designation as MCMC may publish from time to time.

12.0 REFERENCE TO DESIGNATION STATUS

- 12.1 A Designated Testing Laboratory may advertise its designation status with regard to standards or parts thereof which are included in the scope of designation. The scope of designation is specified in the designation certificate.
- 12.2 The advertisement shall not imply or otherwise suggest MCMC has endorsed the product or imply that the Designated Testing Laboratory is an agent or a representative of MCMC.
- 12.3 A Designated Testing Laboratory, whose designation has been suspended or cancelled for any reason, shall discontinue advertisement of its designation status and not make any misleading statements regarding its designation status.

13.0 POST-DESIGNATION SURVEILLANCE

13.1 As and when required, MCMC may conduct surveillance assessments and other non-routine assessments on the Designated Testing Laboratories to ensure that standards of practice are maintained or to investigate complaints made against the Designated Testing Laboratory on matters related to its designation status.

14.0 RENEWAL OF DESIGNATION / EXTENSION OF SCOPE OF DESIGNATION

14.1 The procedure and application package for renewal of designation, and/or for extension of scope of designation, shall be as outlined in the schematic diagram in section 4.0 and set out in section 9.0 of this document.

15.0 SUSPENSION AND CANCELLATION OF DESIGNATION

15.1 MCMC may suspend or cancel the designation of a Designated Testing Laboratory if:

- a) The Designated Testing Laboratory's accreditation by Standards Malaysia is suspended or terminated or voluntarily withdrawn by the said Designated Testing Laboratory;
- b) It is found that the Designated Testing Laboratory is not complying with the criteria or requirements of these Procedures, or with the requirements that it was designated to; or
- c) MCMC decides there is a justifiable cause for the suspension or cancellation of the designation.

15.2 A Designated Testing Laboratory whose designation has been suspended or cancelled will be removed from the list of Designated Testing Laboratories. Such action will take place only after consultation between MCMC and the affected Designated Testing Laboratory. It is the responsibility of the Designated Testing Laboratory to take immediate corrective action to MCMC's satisfaction.

15.3 In situation where a formal review process exists, such as in MRA's, MCMC will only issue a designation suspension to the Designated Testing Laboratory until the completion of the formal review process.



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**APPLICATION FOR DESIGNATION OF TESTING LABORATORIES
FOR TESTING OF TELECOMMUNICATION EQUIPMENT**

APPLICANT'S NAME AND ADDRESS			
COMPANY REGISTRATION NO:			
TELEPHONE NO:		FACSIMILE NO:	

CONTACT NAME		DESIGNATION	
E-MAIL ADDRESS			

TESTING LABORATORY NAME AND ADDRESS			
OPEN AREA TEST SITE'S ADDRESS (IF APPLICABLE):			

STANDARD(S), SPECIFICATION(S) OR PART(S) THEREOF FOR WHICH DESIGNATION IS SOUGHT: (If space is insufficient, please attach additional sheet(s))			
<u>Products</u>	<u>Type of Testing</u>	<u>Applicable Standards</u>	<u>Applicable MRA</u>

<p>AGREEMENT: THE APPLICANT AGREES TO:</p> <ul style="list-style-type: none"> i. Fulfill all conditions and meet all requirements in accordance with the Procedures for Designating Testing Laboratories for Testing of Telecommunication Equipment issued by MCMC; and ii. Indemnify MCMC from and against all liabilities, damages, claims, costs and expenses incurred or sustained by MCMC as a result of any action taken or omitted to be taken by MCMC relating to the designation of the testing laboratories
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Applicant's Signature and Date

Name and Designation

Company's Stamp